

Local Agency Contract Award Checklist

Project Sponsor: _____

Federal-aid project #: _____

Location: _____
DIST-----CO------(Road/Street or RTE)-----PM-----AgencyLimits: _____
(Physical limits reference postmiles or intersections)

Has Caltrans issued an "Authorization to Proceed" in writing with Federal funds included for construction? and is the amount correct?.....

Copy of engineers estimate: to be attached

Is material testing and sampling arranged?.....

Copy of low bidder's proposal:..... to be attached

Low Bid signed in ink?

Is a Good Faith Effort Statement of DBE Participation included in the low bidders proposal?

Only required if DBE goal not achieved.

Is the Noncollusion Affidavit (Chapter 12, "PS&E," Exhibit 12-F) signed and included in the low bidders proposal?

Is the Bid summary (itemized bids for 3 lowest bidders)

Addendum procedures adhered to?.....

Report of DBE Awards (Exhibit 15-K):..... to be attached

TIP information, Authorized amount

Include TIP page number or amendment number here:

Bid opening procedures were adhered to?.....

Date OLP's Federal Wage Rate website was checked for updates**Date of bid opening**

Date of award:

Amount of award:

Detail Estimate (Exhibit 15-M): to be attached

Finance Letter (Exhibit 15-N):..... to be attached

Resident Engineer's Construction Contract Administration Checklist to be attached

Is successful bidder licensed?

Reviewed by: _____

(Signature of local agency
Representative)

(Name printed or typed)

Title: _____

Date: _____

Phone Number: _____

NOTE: If the answer is no to any of the above questions, a letter of explanation is required. The DLAE shall review the explanation and determine if the local agency is eligible for Federal funds.

Distribution: All NHS Projects: (1) Original + 1 copy-Caltrans District Local Assistance Engineer . (2) Copy-Local Agency Project File